

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0553***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: BUILDING INSPECTOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform skilled work functions associated with inspection of buildings and related systems to ensure compliance with applicable building codes.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs field inspections of construction work, buildings, and premises for conformance with applicable codes, established specifications, and approved construction plans.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; recommends solutions to problems; responds to questions or complaints concerning code violations.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors, or other individuals.

Reviews architectural plans, construction plans, and specifications for conformance with codes.

Inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards.

Inspects soil conditions for footings and slabs; checks footings and slabs for size, reinforcement, vapor barrier, perimeter insulation, and cleanliness; checks foundations for structural integrity and ventilation of crawl space.

Inspects wood frame construction members for proper size, span, and assembly of connections; inspects steel construction to ensure proper fit-up and workmanship of bolted/welded connections; inspects masonry construction for proper materials, thickness, bondage, anchorage, and reinforcement; inspects insulation for compliance with energy code.

Inspects exits, exit signs, and emergency lighting for compliance with life safety codes; ensures proper installation of smoke detectors, fire alarms, handrails, and guardrails; ensures placement of proper fire separation in buildings of mixed occupancy.

Inspects new construction and additions for proper setbacks; checks easements and possible encroachments upon property lines.

Ensures proper zoning of buildings under construction and of existing businesses/residences.

Investigates complaints relating to zoning; issues correction notices and stop work notices, follows up on abatement orders, issues court citations, or takes other actions as appropriate.

Advises prospective applicants on zoning requirements for variances and special permits.

Assists permit applicants with property plot plans for permitting.

Assures that all inspectors (electrical, mechanical, plumbing, and stormwater) have completed final inspections.

Issues certificates of completion when construction work is completed and meets all codes.

Issues court citations for violation of ordinances.

Maintains records of inspection activities.

Prepares or completes various forms, reports, correspondence, logs, inspection reports, investigation reports, violation reports, certificates of occupancy, or other documents.

Receives various forms, reports, correspondence, flood certificates, engineer certificates, architectural drawings, construction plans, zoning maps, flood maps, specifications, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database, e-mail, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, architects, engineers, fire marshal, law enforcement officials, court officials, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper permitting of projects.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in building construction and building inspection; supplemented by six (6) to nine (9) years previous experience and/or training that includes building construction and building inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Building Inspector Certification. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.